

GRADES 1 TO 5 PARENT HANDBOOK

2024-2025 School Year



SAFE KIND RESPONSIBLE
A.E. BOWERS
PRUDENT GENTIL RESPONSABLE

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Preparing for School Entry

Summer Office Hours

As we prepare for school re-entry, please find below our office hours. Please feel free to call anytime during these hours to speak with a member of our team regarding any questions you may have. We are happy to help!

Tuesday, August 27: School office open (12:00 p.m. to 2:45 p.m.)

Wednesday, August 28: School office open (8:30 a.m. to 2:45 p.m.)

Thursday, August 29: School office open (12:00 p.m. to 2:45 p.m.)

Friday, August 30: School office open (8:30 a.m. to 12:00 p.m.)

Tuesday, September 3: Regular office hours begin (please visit the [school website](#) for information)

What class is my child in?

This time is full of excitement and anticipation! We are continuing to process registrations as changes happen over the summer holidays. Once class lists are finalized, you can expect to receive an email from your child's homeroom teacher on Friday, August 30th.

Thank you for your patience as our team works hard to process all new student movements in Rocky View Schools.

Kindergarten Staggered Entry

Monday, September 2: No School - Statutory Holiday

Tuesday, September 3: Students with last names A-K attend

- Morning kindergarten students - 8:05 - 11:00 a.m.
- Afternoon kindergarten students - 11:55 a.m. - 2:45 p.m.

Wednesday, September 4: Students with last names L-Z attend

- Morning kindergarten students - 8:05 - 11:00 a.m.
- Afternoon kindergarten students - 11:55 a.m. - 2:45 p.m.

Thursday, September 5: Regular scheduled classes begin for all students

Grade 1 to Grade 5 Staggered Entry

Monday, September 2: No School - Statutory Holiday

Tuesday, September 3: Students with last names A-K attend

Wednesday, September 4: Students with last names L-Z attend

Thursday, September 5: Regular scheduled classes begin for all students

Re-Enrolment Verification & Annual Authorization Forms

The annual student re-enrolment verification form is found on SchoolEngage within the parent PowerSchool portal. Please log on to your parent powerschool account, choose the SchoolEngage icon on the bottom left side, review and make any necessary changes to your child's information. Please note, SchoolEngage can only be accessed logging into powerschool via a web-browser - it cannot be accessed via the PowerSchool app.

Student Medication

If your child requires medication to be administered during the school day, please submit the RVS form, "Administering Medication or Medical Treatment to Students" within the re-enrolment verification form found on SchoolEngage via PowerSchool.

If your child requires an EPI-Pen to treat a life-threatening allergy, please bring one to your child's homeroom teacher. They will ensure it is safely stored.

What to Bring to School

All students are asked to bring every day to school:

- Water Bottle
- Indoor Shoes
- Healthy Snacks & Lunches
- Backpack
- Indoor and outdoor clothing appropriate for the weather

A.E. Bowers provides all other necessary supplies for children from Grades 1 to 4.

Students in Grade 5 are required to bring their own school supplies. A list is available on our school website.

Visitors and Volunteers

Visitors

During school hours, the grounds and building of A.E. Bowers Elementary School is closed to the public. All visitors and volunteers are required to check in to the office upon arrival.

Volunteers

We welcome our parent and community volunteers! We have many volunteer opportunities throughout the school year, from assisting with fun-lunch delivery to classrooms, volunteering on field trips, helping in the classroom, and so much more.

All volunteers must have a current Criminal Record and Vulnerable Sector Check on file at the school (application letters to obtain your record check are available at the school office). These record checks are valid for five years.

In addition to the Criminal Record and Vulnerable Sector Check, volunteers are required to complete annual forms (also available at the school office), including:

- AF491-A Confidentiality/Non-Disclosure Undertaking,
- AF490-B Annual Declaration-Criminal Record Check,
- AF411-L Health and Safety Orientation for Volunteers, and
- AF144-D Consent for Public Use of Volunteer/Visitor/Contractors Images/Work.

If you would like to volunteer, please email aebowers@rockyview.ab.ca or call 403.948.4511 to schedule an orientation.

Managing Student Flow

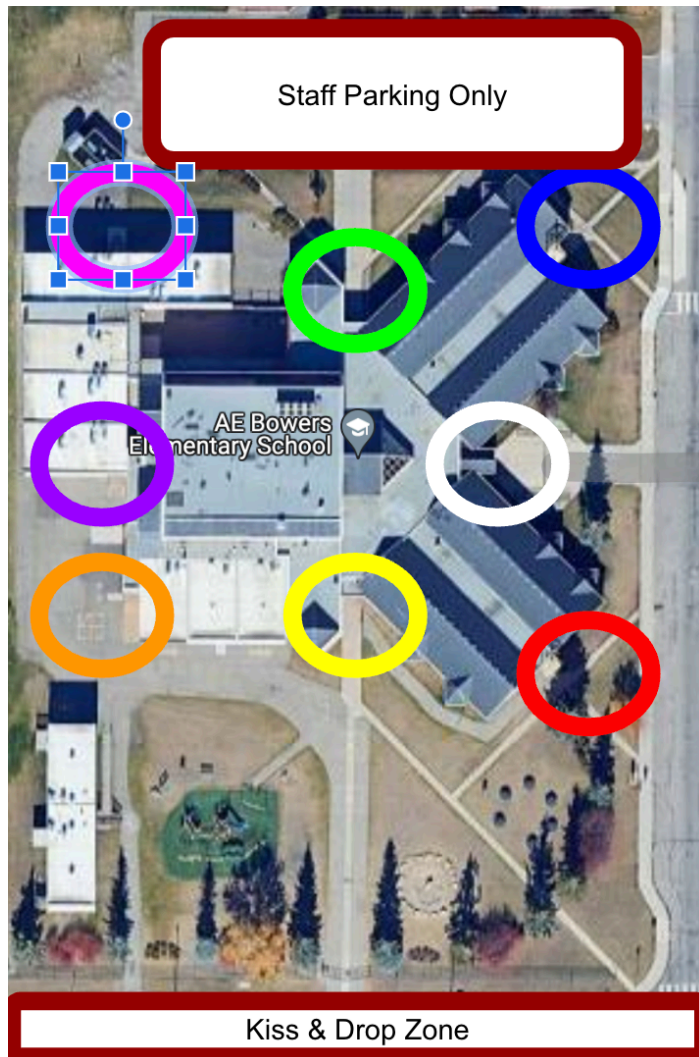
Assigned Doors

We have assigned entry and exit doors based on proximity to homeroom classes. The location of your child's door is based on their homeroom. You can find the assigned doors on the chart and map on the next two pages.

Student Entry & Exit - By Cohort

In an effort to make student entry and exit clear, visual, and simple for our children and families, we have created a colour/symbol combination. Below is a graph of the colours and homeroom teachers, as well as a map of the physical locations of each door and classroom.

GRADE	HOMEROOM TEACHERS
Kindergarten & Grades 3 & 4	Mme Cornell Mrs. Gagne Mr. Lee Mme Stevenson
Grade 1	Mme Hodges Mme <u>Procee</u>
Grades 1 & 2	Ms. Derko Mrs. Frankemolle Mrs. Raybould
Grade 2	Mme McCaffrey Mme Page Mme Swain
Grades 3 & 4	Mrs. McMurray Mme Giroux
Grades 4 & 5	Mme Longchamps Ms. Friesen
Grades 4 & 5	Mme Marquis Mme Mellisen Mme Wigemyr



Parent Drop-Off and Pick-Up

Many parents at École A.E. Bowers Elementary School walk or bike to school with their children. Due to the size of our school and the student population, it is recommended that students walk, bike, or scoot to school as frequently as possible.

For those who drive their children to school, drop-off is located on the South side of the school, called our "Kiss and Drop" zone. You are asked to remain in your vehicle.

The front of the school is a bus zone and parents should not drop students off in the front of the school in the morning.

Students have designated entry and exit doors depending on their classroom location in the school.

At times, siblings or friends have a meeting spot after school so that they can walk home together. Please talk with your children about having a meeting spot outside of the school grounds.

Relaxed Entry & Drop Off

To support student cohorting and crowd control, we have relaxed entry for our children and designated doors for students based upon the location of their homeroom classroom. Our exterior doors open at 8:00 a.m. and remain open until 8:10 a.m., when students are expected to be in their classrooms. Classroom instruction begins at 8:10 a.m..

Late Students: We understand that unforeseen circumstances cause occasional late arrivals. If your child arrives after 8:10 a.m., their regular door entries will be locked. Students are required to enter through the main entrance to the school.

Please note: Chronic late arrivals to school have a negative ripple effect impact for the students and staff of our school. Our staff is required to take attendance and log the attendance at 8:10 a.m. and at 12:40 p.m. (12:10 p.m. for afternoon Kindergarten students) with PowerSchool, our reporting tool to Alberta Education. Each time a child arrives after 8:10 a.m., our secretaries are required to pause their duties, update the child's attendance in PowerSchool, and report to the teachers that the student is on their way to class. The teacher must pause instruction with the rest of the students in order to repeat the instruction for each individual student who arrives late. This causes learning disruption each time a child arrives late to class and student frustration.

Parking: Parking is always a challenge. If you are parking, please use Kingdom City Church parking lot.

The “Kiss & Drop” zone is an area designed for quick drop off. Please do not sit in your vehicle or park there.

Parking Lot: For safety purposes, parents are not to ever use the staff parking lot to drop off their children. This space is reserved solely for staff and 15-passenger daycare vehicles that have pre-registered with the school.

Bike Racks - "Walk Your Wheels": Bike racks can still be used. Please remember that when arriving on school property, all students are asked to "walk their wheels".

Student pick-up at end of day

Kindergarten: Staff will bring kindergarten students out the kindergarten doors and will ensure children are connected with their parents, guardians, or caregivers.

Grades 1-5: Students will leave the school independently. If you are picking them up in a vehicle, please prearrange with them where to meet you, or wait for them at a muster point that you have communicated and agreed upon.

Bell Schedule

Student Entry

Grades 1 to 5 & AM Kindergarten* Entry

Monday to Friday* - 8:00 to 8:10 a.m.

(*alternating Fridays as per Kindergarten calendar)

PM Kindergarten Entry

Monday to Thursday - 11:50 to 11:55 a.m.

Friday* - 8:00 to 8:10 a.m.

(*alternating Fridays as per Kindergarten calendar)

Student Exit

Grades 1 to 5 Exit Time

Monday to Thursday - 2:45 p.m.

Friday Classes (as per calendar) - 1:00 p.m.

Kindergarten Exit Time

AM Classes (Monday to Thursday) - 11:00 a.m.

PM Classes (Monday to Thursday) - 2:45(M-TH)

AM & PM Alternating Friday Classes (as per calendar) - 11:00 a.m.

*If you have children with a different last name residing in the same home, please connect with our secretaries. They will be happy to help you.

Student Non-Instructional Time

Morning Recess

- 10:10 to 10:30 a.m. - Grades 1 and 2
- 10:30 to 10:50 a.m. Grades 3, 4, and 5

Lunch & Noon Recess

- 12:10 to 12:30 p.m. - Grades 1 and 2 have outdoor recess; Grades 3 to 5 eat lunch
- 12:30 to 12:50 p.m. - Grades 1 and 2 eat lunch; Grades 3 to 5 have outdoor recess

Life Happens!

Reporting a Student Absence

How to Use SafeArrival

If you are unfamiliar with SafeArrival, here are three convenient methods to use when reporting your child's late, absence, or early departure in advance:

1. Using your mobile device, download and install the SchoolMessenger app from the Apple App Store, the Google Play Store, or via the links on the SchoolMessenger website (<https://go.schoolmessenger.com/#/home>)
 - The first time you use the app, select Sign Up to create your account.
 - To report a late/absence/early departure, Select Attendance.
2. Use the SafeArrival website (<https://go.schoolmessenger.com/#/account/login>)
 - The first time you use the website, select Sign Up to create your account.
 - To report a late/absence/early departure, Select Attendance.
3. Call the **toll-free number** (1-833-244-5565) to report an absence using the automated phone system.

These options are available 24 hours/day, seven days a week. Future absences can be reported at any time. **Please note, you will be able to set up your accounts September 3, 2024.**

Absence Reason	Description
Appointment	The student is out of school for a health-related appointment (counseling appointment, dental, medical, etc.)
Cultural	The student is out of school for cultural, spiritual, or ceremonial event.
Family	The student is out of school for family reasons (e.g., last of childcare for a parenting student, care for a sick relative, legal proceedings, and bereavement for a family member).
Illness/Injury	The student is out of school because of personal physical/mental health/illness or injury.

Unavoidable	The student is out of school because of transportation, weather, or infrastructure barriers.
Vacation	The student is out of school because of family vacation or involvement in extracurricular activities that are not sponsored by the school.
Late	The student arrives to class late.
Early Departure	The student is leaving early and cannot attend the entire class.

Item Drop-Off

Forgotten lunches? Shoes? Homework? On occasion, parents need to drop off items for their child during the school day. Please proceed to the main entrance at the school and a member of our team will be happy to help.

Appointments & Early Pick-Up

There may be times when you need to pick up your child during instructional time. If your child needs to leave for an appointment during the day, please email the teacher and enter the early departure information in SafeArrival with as much advance notice as possible. We will do our best to have your child ready to go when you arrive at the front doors for pick up.

Access to School

The following information applies during the following hours on school days:
 Monday to Thursday - 8:00 a.m. to 3:15 p.m.
 Friday - 8:00 a.m. to 1:30 p.m.

Appointments



There will be no visitor access to the school or to the school grounds (including play structures) without a time-specific appointment.

- All visitors must check in to the office.
- Appointments are available for bookings during “quiet traffic” times of the school day.







Grounding Documents

1. [A.E. Bowers Student Code of Conduct](#)
2. [Real-Time Reporting Parent Guide](#)
3. [Student Values PBIS Matrix](#)
4. [Communication of Student Learning \(lower elementary\)](#)
5. [Communication of Student Learning \(upper elementary\)](#)
6. [RVS Operational Calendar](#)
7. [A.E. Bowers Kindergarten Calendar](#)
8. [School Education Plan](#)

Student Expectations

A.E. Bowers Elementary School
VALUES  

As students of A.E. Bowers Elementary School, we promise to...

"BEE" SAFE	"BEE" KIND	"BEE" RESPONSIBLE
Hands, feet, and body to self	Helping hands	Try your best first, then ask for help
		
Move your body safely	Property pride	Help keep our school tidy
		
Respect self and others	Speak kindly and respectfully	Follow directions from all adults in our school
